



Department of Veterans Affairs

OPERATING PERFORMANCE DATA - MONTHLY LEAVE AND DETAIL REPORT

BOARD OF VETERANS' APPEALS

TO	Statistics Section (0141G)	FROM	NAME OF PREPARING OFFICE									SUBMITTED BY						REPORT FOR MONTH OF			
												NAME			DATE		TELEPHONE NO.				
NAME OF EMPLOYEE (A)		LEAVE RECORD (Hours)										DETAIL RECORD (Hours)									
		TOTAL LEAVE USED (B)	ANNUAL (C)	SICK (D)	MILITARY (E)	W.O.P. (F)	OTHER (G)	HOLIDAY (H)	COMP. TIME USED (I)	OVERTIME (J)	COMP. TIME EARNED (K)	TO ANOTHER BVA ACTIVITY			WITHIN ACTIVITY				OUTSIDE BVA		
												DETAILED TO (L)	POSITION (M)	HOURS (N)	SUPERVISOR (O)	CLERK (P)	MEAS. (Q)	UNMEAS. (R)	DETAILED TO (S)	HOURS (T)	
THIS LINE FOR USE OF STATISTICS SECTION																					